

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

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**MANAGEMENT OF GOVERNMENT
PROPERTY IN POSSESSION OF THE AIR
FORCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction prescribes basic policy and responsibilities for managing public property, except real property (land, facilities, and real property installed equipment), under Air Force control. It authorizes and directs commanders to manage government property under their command. It instructs subordinate personnel to responsibly manage property in the Air Force. This instruction applies to all Air Force military and civilian personnel and individuals required by contract to manage and be responsible for government property, including the Air National Guard and Air Force Reserve.

(AFSPC) The OPR for this supplement is HQ AFSPC/LGSP (SMSgt Raymond E. Heath). This supplement extends the guidance of Air Force Instruction (AFI) 23-111, *Management Of Government Property In Possession Of The Air Force*. This AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to all AFSPC organizations to include those contracted. Changes to the procedures in this publication are not authorized without approval of HQ AFSPC/LGS. Send comments and suggestions for improvements on AF Form 847, Recommendation for Change of Publication, through channels to HQ AFSPC/LGSP, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4390. Upon receipt of this integrated supplement, discard the Air Force basic publication.

SUMMARY OF REVISIONS

This is the initial publication of AFI 23-111, incorporating Air Force policy previously contained in AFR 20-14, Management of Government Property in the Possession of the Air Force. It also implements policy in [AFPD 23-1](#).

Section A—Introduction and Statutory Authority

1. Statutory Authority. Title 10, U.S.C. 9832, authorizes the Secretary of the Air Force to prescribe publications accounting for government property and to fix the responsibility for that property. Title 32, U.S.C. identifies the State's responsibilities for managing federal property issued to the National Guard.

Section B—Air Force Policy on Management of Government Property

2. Air Force Policy on Management of Government Property. The Air Forces provides, through property managers, proper allocation, control, care, use, and safeguard of property under Air Force control. Property management applies to each individual. Property management responsibilities limit the use of government property to official purposes only.

2.1. Property management responsibility includes pecuniary liability for the loss, damage, or destruction of property resulting from negligence, willful misconduct or deliberate unauthorized use. AFR 68-1, *Reports of Survey for Air Force Property* (AFI 23-220) contains more specific guidance on control of property and liability.

2.2. The Director of Base Medical Services. Authorizes the loan of convalescent and health maintenance equipment and supplies to individuals being treated in a military medical treatment facility.

2.3. Air Force Contractors. May function as custodian or as an accountable officer (once proper waiver authority is granted by DoD) as the contract specifies. Establish the extent of contractor liability in the provisions of the applicable contract's government property clause.

2.4. Property on Loan to Other Agencies. AFMC is the Air Force executive agent for administering policy and procedures for loan of Air Force property to other than Air Force activities. Custodians of property on loan from the Air Force are also legally liable for its proper care and accountability and prompt return to Air Force Accountable records.

2.4. (AFSPC) No munitions will be released to agencies or individuals outside the Air Force without approval from HQ USAF/ILSR. AFSPC units will submit request for release through HQ AFSPC/LGMW. Contractors supporting Air Force requirements may be provided munitions support if the requirements are included in the contract without approval from higher headquarters.

Section C—Command Responsibilities

3. Command Responsibilities for Management of Government Property. The Air Force's mission makes it imperative that all military and civilian personnel operate and maintain government systems, equipment, supplies, and real property in the best possible condition, in constant readiness, and in the absolute minimum quantity necessary to accomplish assigned tasks.

3.1. (Added-AFSPC) HQ AFSPC/LGS will forward all change requests for munitions related procedures in this publication to HQ AFSPC/LGMW. HQ AFSPC/LGMW is the approval authority for all AFSPC munitions related matters.

4. Supply Discipline. Supply discipline is mandatory to conserve, protect, and maintain available government supplies, equipment, and real property for operational requirements. Subordinate commanders

are responsible to their commanders for prudent management, control, storage, and cost-effective use of government property under their jurisdiction. This includes all commodities including but not limited to hand tools, operating stocks, individual equipment, and bench stock type items.

5. Roles. Commanders, subordinates, supervisors, and individuals:

- Accurately maintain property records to reflect the current inventory and condition of property. This includes retail outlet, contractor/GSA provided commodities purchased by commanders or designated representatives.
- Ensure personnel carefully and economically use and safeguard property
- Provide adequate security, protection, and storage for property
- Ensure property unaccounted for, found on an installation, is property identified and recorded on accounting records
- Adjust records to reflect all discovered shortages and make adjustments according to prescribed directives
- Make recommendations for preventing Fraud, Waste, and Abuse actions to accountable officers for correcting the deficiency
- Appoint accountable officers. If an accountable individual is absent, appoint a qualified successor. Installation commanders determines when re-appointment is necessary
- Deployed Commanders/accountable officers enforce AFI 23-111 during deployments or exercises at non-AF units
- Use the Standard Base Supply System (SBSS) as the first source for ordering most commodities. Bypassing the SBSS must be previously approved by the Chief of Supply or higher authority.

5. Bullet 7. For munitions accounts, the appointing official will be the wing commander. The appointing official will appoint a qualified successor if the Munitions Accountable Systems Officer (MASO) is absent for more than 45 days. HQ AFSPC/LGMW may extend this period to 90 days if fully justified.

5. Bullet 8. AFSPC units will also use [AFI21-202](#), *Combat Ammunition System Procedures*, and [AFI21-203](#), *Deployable Ammunition Operations Procedures*.

5. Bullet 9. AFSPC units will use the Combat Ammunition System – Base (CAS-B) as primary munitions accounting system and Combat Ammunition System – Deployable (CAS-D) as directed by HQ AFSPC/LGMW.

6. Custodial Management of Public Property. A property custodian is any person designated by the organization commander or chief of staff agency to have custodial responsibility for government property in their possession. Custodians of government property must:

- Plan and forecast requirements to meet mission goals
- Prepare and forward materiel requests to the proper agency or individual
- Sign custody receipts or listings for property charged to their organization
- Report losses/irregularities relating to property to immediate commanders/accountable officers
- Take action to reconcile and correct property records

- Resource advisors report unusual purchase patterns to commanders

6. (AFSPC) Use AF Form 68, Munitions Authorization Record, to appoint munitions custodians.

6.1. Personnel having custodial responsibility may incur pecuniary liability for the loss, destruction, or damage to property caused by willful misconduct, deliberate unauthorized use, or negligence in the use, care, custody, or safeguard of the property from causes other than fair wear and tear.

6.2. Provide evidence of responsibility for management of government property at designated levels of command by:

- Properly documented and itemized physical inventories taken at required intervals
- Maintain a copy of each document or computer record, that confirms acquisition or movement of property
- Certificates of transfer of responsible/accountable personnel

7. Relief From Custodial Responsibility. Commanders provide relief from custodial responsibility by:

- Documents or computer records showing turn-in or transfer of items to another custodian
- Approved reports of survey or certificates, schedules of collection, and other authorized adjustment documents
- Approved reports that provide for disposition of or relief from responsibilities for items that have become unusable due to damage, loss, deterioration, obsolescence, or destruction
- Approved inventory adjustments or a prescribed document to adjust losses incidental to normal operations

7. (AFSPC) Use procedures in [AFI21-202](#).

8. Accountable Individual's Responsibilities for Management of Government Property. An accountable individual is one who is officially designated and imposed by law, lawful order, or regulation with the duty, to maintain accurate records of property or documents.

8.1. The wing or vice-wing commander (or equivalents) appoints accountable individuals. This appointment authority may be delegated, in writing, to subordinate commanders. In the Air National Guard, the United States Property and Fiscal Officers (USPFO) are the primary accountable officers. They are nominated by the Governor of each state and territory, Puerto Rico, Canal Zone or the commanding general of the National Guard of the District of Columbia, and appointed by the Secretaries of the Army and the Air Force. They and their duly appointed assistant USPFOs for Property, are responsible to receipt and account for all government property in possession of the Air National Guard. All other provisions of this AFI, as it pertains to accountability and management of government property, apply to the ANG.

8.2. Accountable individuals place specific emphasis on:

- Timely and accurately recording property transactions and maintaining all appropriate records
- Performing inventories of their accountable property at periods prescribed according to [AFM 67-1](#)
- Determining, justifying, and requesting adequate storage facilities to protect and secure government property

- Identifying the urgency and validity of requests for materiel IAW DoD 4140.1R, Uniform Military Movement and Issue System (UMMIPS)
- Properly identifying, reporting , and determining correct disposition of unserviceable, repairable, or excess property
- Conducting personal checks to determine the accuracy of accountable records and the validity of warehouse locations
- Providing effective management direction for committing or obligating public funds
- Providing management guidance and training to users and custodians

8.2. (AFSPC) MASOs will use procedures in [AFI21-202](#).

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Attachment 1

APPOINTMENT QUALIFICATIONS FOR ACCOUNTABLE POSITIONS BY TYPE ACCOUNT

Base Supply (FB/FE). Air Force Specialty Code (AFSC) 21S3/4 officer or civil equivalent when approved by the MAJCOM. The MAJCOM Director or Deputy Director of Supply may waive the AFSC or qualification requirements for the accountable position if mitigating circumstances exist. Limit and fully justify waivers. See Note 1.

Satellite Base Supply (FB/FE). AFSC 21S3/4 officer, AFSC 21S3/4 civil equivalent or fully qualified Senior Noncommissioned Officer (SNCO), AFSC 2S071/90/00, may be appointed when approved by the MAJCOM. The MAJCOM Director or Deputy Director of Supply may waive the AFSC or qualification requirements for the accountable position if mitigating circumstances exist. Limit and fully justify waivers. See Note 1.

Depot Supply (FD). An AFSC 21S4 officer or permanent civil servant in grade GS-11 or higher may be appointed.

Munitions Supply (FK/FV). For Conventional Munitions Accounts: An AFSC 21AX, 21S3/4, officer, senior munitions area storage NCO AFSC 2WXXX (MSgt or above), or qualified civilian (GS-7 or higher) may be appointed as the Munitions Accountable Systems Officer (MASO). Mandatory qualifications for both automated and manual accounts are 18 months experience in conventional munitions storage or FK/FV accounts. The MAJCOM must approve the waiver for any deviations in AFSC, Grade, or experience. For ANG accounts, the Chief of Supply is the accountable individual. For Nuclear Weapons Accounts: AFSC 21 AX, 21S3/4, officer or qualified permanent civil servant in the grade of GS-11 or higher must serve as the MASO. Mandatory qualifications for both automated and manual accounts are 18 months experience in nuclear weapons storage or nuclear FK/FV accounts. The MAJCOM must approve waivers for any deviations in AFSC, grade, or experience. Do not waive the requirement for an officer or permanent civil service employee of Grade GS-11 or higher. See Notes 2 and 3.

(AFSPC) Munitions Supply (FK/FV). Forward a copy of all MASO appointments to HQ AFSPC/LGMW. HQ AFSPC/LGMW will perform an audit on the account prior to transfer of accountability to the gaining MASO. Forward request for audit to HQ AFSPC/LGMW 45 days prior to transfer of the munitions account. The audit will consist of a spot check of the account with primary focus on MASO training. A 100% wall-to-wall inventory must be completed and reconciled the week prior to the audit. The gaining MASO will be present during the audit.

Base Fuels/Satellite (FP). AFSC 21S3/4 officer possessing SEI LLI. AFSC 21S3/4 civilian or fully qualified senior NCO or civilian with AFSC 2F000/91/71 may be fuels accountable officer. Non-commissioned officers and equivalent civilians must attend the Petroleum Logistics Management Course. At locations with less than 30 personnel, a 2F071 noncommissioned officer or equivalent civilian may serve as the accountable officer with the concurrence of the MAJCOM Fuels Management Division. An NCO possessing a primary AFSC 2F091/00 or equivalent civilian may serve as an accountable officer for these accounts without MAJCOM concurrence. A SMSgt, CMSgt, or equivalent civilian may serve as the

appointed accountable officer for accounts authorized up to 69 personnel. Accounts with 70 or more personnel authorized must have a commissioned officer, CMSgt possessing a primary AFSC 2F000, or equivalent civilian. A MAJCOM approval or waiver is mandatory for NCOs below the rank of CMSgt to sign for an account authorized 70 or more personnel. The parent MAJCOM Director of Supply may waive the AFSC or qualification requirements if mitigating circumstances exist. The waiver authority will not negate the mandatory formal school prerequisite. MAJCOM waivers will be restricted to a period of 1 year.

Base Civil Engineer (FC). AFSC 21S3/4, or NNC3/4 officer. If an officer is not available AFSC 2S071/90/00, 3EX7X/90/00, or a civilian equivalent filling the position of Chief of Logistics, Chief or Superintendent of Operations, may serve. Accountable officers should attend the Logistics Management for Civil Engineers, WT43, at the Air Force Institute of Technology School of Civil Engineering, Wright-Patterson AFB, Ohio.

Medical Supply (FM). A Medical Service Corps officer, AFSC 41A3/4. MAJCOM may waive appointment of a civilian equivalent in the grade of GS-11 or higher.

Weapon Systems Account (FW). AFSC 21S3/4 officer or civilian equivalent.

Subsistence Depot (FS). AFSC 6216 officer or civilian equivalent.

Commissary (FT). AFSC NNS3/4 officer or civilian equivalent. If a qualified officer or civilian is not available, a MSgt, SMSgt, or CMSgt AFSC may be assigned upon AFCOMS approval. SPECIALTY ACCOUNTS (FN) AFSC 21S3/4, AFSC 2S071/90/00, or 2E4X1 when MAJCOM approves.

Miscellaneous Accounts (FX). No AFSC restriction. See Note 1.

AFBCA/OL Site Managers. AFBCA/OL site managers accept accountable officer duties, responsibility, and liability for all property and inventory transferred to them while that property is pending transfer to other entities upon closure/deactivation/realignment of the base.

NOTES:

1. Contract managed type accounts must have a government accountable officer appointed. The government accountable officer can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC. The government accountable officer may sign for one or all of the different type accounts at a particular location as approved by the MAJCOM.

2. For non-nuclear conventional accounts, the Commander may delegate MASO appointment authority to the Logistics Group Commander or equivalent.
3. Commanders of Aviation Depot Squadrons, Munitions Support Squadrons, etc., may appoint the accountable individuals for munitions systems accounts.
4. If alternates are necessary, the appropriate Commander must appoint them in writing and they must be commissioned officers